

Office of Highway Safety Planning Strategic Plan for Youth Alcohol Enforcement Grantees

The Mission of the Strategic Planning Meeting is to bring all partners together to develop the best possible use of grant funded activities; coordinate the responsibilities of the grant; and to ensure that community members, retailers, media, schools, and teens are aware of activities.

Before the Strategic Planning Meeting:

1. Have the lead agency invite representatives from each participating agency, including a representative from the local MSP Post, to attend. Note that non-funded law enforcement agencies, representatives from the prosecutor's office and community coalitions can be included in the strategic planning meeting as well.

During the Strategic Planning Meeting:

1. Review the responsibilities of the lead agency:
 - Enforcement activity reports, financial and progress reports grant oversight, training, and public information activities.
2. Review the responsibilities of participating agencies:
 - Providing data to lead agency for enforcement activity reports.
 - Completing agency reimbursement forms, which will have agency name, date of enforcement activities, and officers' name, wages, fringes, and officer dailies (if applicable). Lead agency & participating agency will decide on due date for reimbursement forms to be turned in after enforcement activities worked.
3. Review the responsibilities of the Michigan State Police:
 - Determine the contact person at the participating post. Note: MSP is reimbursed for grant activities through one centralized grant through MSP's Traffic Services Section. No local funds to the lead agency are used for the MSP post. It is up to the MSP post to request hours through the MSP Traffic Services Section in order to work this grant. It is required that the lead agency notify the MSP post that they are coordinating this grant and to inform them of ANY AND ALL enforcement activities.
 - MSP will provide their enforcement activity reports to the lead agency. They will also provide the enforcement activity reports to MSP Traffic Services Section as part of their grant requirements.
4. Review the grant objectives, activities and reporting procedures (enforcement activity report, progress report and financial report) for grant.
5. Discuss what non-law enforcement coalitions (MADD, MCRUD, treatment providers, etc.), need to be aware of the program/grant. Discuss ways to engage these groups into the success of the program.

6. Determine who is going to be the “face” or unified voice of the grant activities, while still giving each agency their due credit.
 - Who is going to be sending out press releases?
 - Who is going to be scheduling press conferences?
 - Who is going to prepare talking points and statistics?
7. Determine who is going to notify schools, prosecutors, magistrates and judges of each planned enforcement.
 - Provide copy of P.A.A.M. Search Warrant to local jurisdictional prosecutor for review and approval.
 - Notify local alcohol distributors and any local associations of liquor licensees that enforcement activities are going to happen – encourage working with these establishments beforehand.
 - Notify MI Liquor Control Commission representatives b/c they may be doing compliance checks at same place, location.
8. Set up training dates & location for participating officers. Also determine what focus the officers may need during the training in order to tailor to their needs – controlled dispersal, special events, retailer, etc.
9. Finally, discuss the actual enforcement dates and locations.
 - Suggestions: proms, graduations, dances, sporting events, homecoming, festivals, last day of school, skip days (official and unofficial), field parties, hotels, empty buildings, etc. Encourage them to check with school resource officer for rumors about possible parties.
 - Discuss the number of officers needed to work a successful detail in order to cover “hot spots” – teens may purchase early in the night (retailers), go to field/house party, then to hotel. Discuss the different strategies they may need to use to successfully enforce and the resources needed.
10. Encourage the agency to allow time to debrief after each enforcement detail.
 - What happened? What can we do better next time? What needs to be done to finalize this shift's events?

Signature of OHSP Law Enforcement Liaison	Date

Send copy of completed strategic plan to the: Lead Agency, OHSP Grant File & OHSP Law Enforcement Liaison

List all Attendees:
